

***Guthrie High School
Business Department***

Computer Applications 2 / Course number: 2552

(One Semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications 1

COURSE DESCRIPTION: This course is designed as the second in the integrated Office applications. Students will be introduced to multimedia presentations, spreadsheets and other applicable software programs.

Week	Content – PASS Standard(s) Instructional Technology Advanced Level prior to completion of Grade 12	PASS Skill(s)	Assessments	Resources & Inventions
1	Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services. Standard 3: The student will demonstrate knowledge of technology productivity tool. Standard 4: The student will demonstrate knowledge of technology communications tools. Standard 5: The student will demonstrate knowledge of technology research tools. Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		Lesson 1 Getting Started with Excel Office XP: A Comprehensive Approach

2	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 2 Creating a Workbook Office XP: A Comprehensive Approach</p>
3	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 3 Using Editing and Formatting Tools Office XP: A Comprehensive Approach</p>
4	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 4 Working with Cells, Columns, Rows, and Sheets Office XP: A Comprehensive Approach</p>

5	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 5 Using Simple Formulas and Functions Office XP: A Comprehensive Approach</p>
6	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 6 Using Logical and Financial Functions Office XP: A Comprehensive Approach</p>
7	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 7 Using Advanced Functions and Hyperlinks Office XP: A Comprehensive Approach</p>

8	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 8 Building Charts</p> <p>Office XP: A Comprehensive Approach</p>
9	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 9 Adding Design Elements</p> <p>Office XP: A Comprehensive Approach</p>
10	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 10 Working with Multiple Worksheets and Lists</p> <p>Office XP: A Comprehensive Approach</p>

11	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 1 What Is PowerPoint? Office XP: A Comprehensive Approach</p>
12	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 2 Basic Presentation Tools Office XP: A Comprehensive Approach</p>
13	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 3 Creating a Presentation from Scratch Office XP: A Comprehensive Approach</p>

14	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 4 Outlines, Hyperlinks, and HTML</p> <p>Office XP: A Comprehensive Approach</p>
15	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 5 Working with Text</p> <p>Office XP: A Comprehensive Approach</p>
16	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 6 Working with PowerPoint Objects</p> <p>Office XP: A Comprehensive Approach</p>

17	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 7 Working with Lines, Fills, and Colors</p> <p>Office XP: A Comprehensive Approach</p>
18	<p>Standard 1: The student will demonstrate knowledge of basic operations and concepts. And make informed choices among technology systems, resources, and services.</p> <p>Standard 3: The student will demonstrate knowledge of technology productivity tool.</p> <p>Standard 4: The student will demonstrate knowledge of technology communications tools.</p> <p>Standard 5: The student will demonstrate knowledge of technology research tools.</p> <p>Standard 6: The student will demonstrate knowledge of technology problem-solving and decision-making tools.</p>	3.1,3.2,4.1,4.3,5.3,5.4,&6.2		<p>Lesson 8 Manipulating PowerPoint Objects</p> <p>Office XP: A Comprehensive Approach</p>